Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

Planning and Capacity Development Adviser (PCDA)

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A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. It is based in Apia, Samoa, with about 70 staff and an annual budget of USD $19 million in 2013.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations to better management of the environment as a key element of sustainable development.,

The future directions for SPREP are clearly set out in the 2011-2015 SPREP Strategic Plan. This Plan outlines the mandate, vision and programmes for the organisation. The Strategic Plan places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future:** "The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

Members

SPREP has 21 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

Divisions

The SPREP Strategic priorities are delivered through four divisions:

- **Climate Change:** has lead responsibility for Adaptation, Science & Policy and Mitigation.
- **Biodiversity & Ecosystem Management:** has lead responsibility for Coastal & Marine, Threatened & Migratory Species, Invasive Species and Biodiversity.
- **Waste Management & Pollution Control:** has lead responsibility for Hazardous Waste Management, Pollution and Solid Waste Management.
- **Environmental Monitoring & Governance:** has lead responsibility for Environmental Monitoring & Planning and Governance.

The divisions work in an integrated way on project development and implementation.

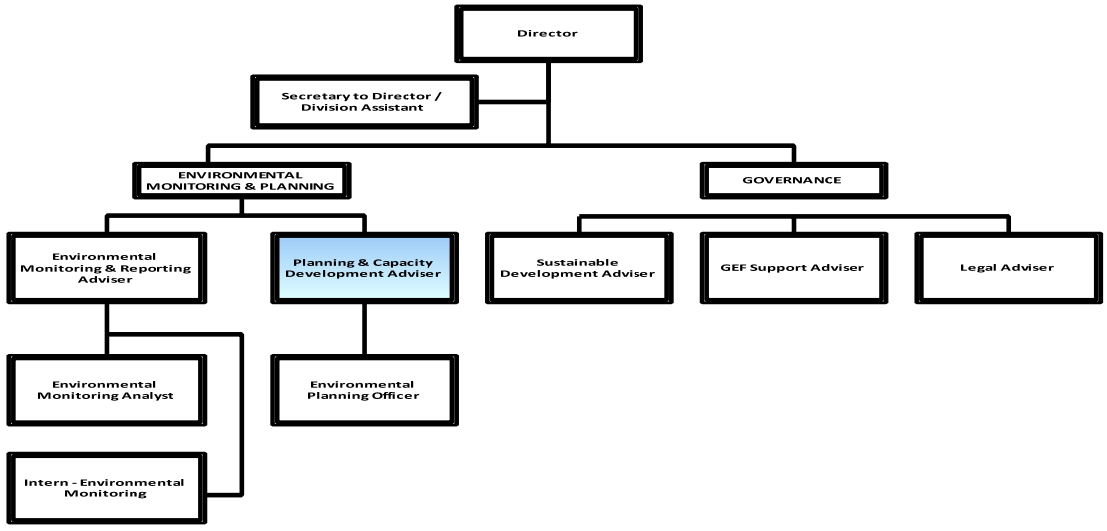
Corporate Services

Corporate Services provide the necessary support to the delivery of the Secretariat's strategic priorities and include Finance & Administration, Human Resources Management, Information Technology, Information Resources & Archives and Communications & Outreach.

B. JOB DESCRIPTION

Job Title:	Planning and Capacity Development Adviser (PCDA)
Division:	Environmental Monitoring & Governance
Programme:	Environmental Monitoring & Planning
Responsible To:	Director, Environmental Monitoring & Governance (DEMG)
Responsible For: **(Total number of staff)**	1 Direct report
Job Purpose:	This job exists to: • Plan, oversee and facilitate activities related to planning and capacity development for Pacific Island Countries and Territories (PICTs) to achieve national and regional environmental outcomes, in line with the 2011-2015 SPREP Strategic Plan
Date:	February 2013

Organisation Context



Key Result Areas

The position of **Planning and Capacity Development Adviser** (PCDA) addresses the following Key Result Areas:

1. Technical support for environmental planning
2. Capacity development
3. Workplan development, monitoring and reporting
4. Management and leadership

The requirements in the above Key Result Areas are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
1. Technical support for environmental planning a) Assist members in the review and updating of National Environmental Management Strategies (NEMS), taking into account Multilateral Environment Agreements' (MEAs) objectives a) Ensure that the NEMS contribute effectively to wider sustainable development planning, monitoring and reporting frameworks, in particular National Sustainable Development Strategies (NSDS) and similar plans at the regional and global level; b) Develop tools for environmental planning and management; c) Assist members, where appropriate, with development and integration of Strategic Environmental Assessments (SEAs) and Integrated Environment Assessments (IEAs) into their planning frameworks d) Assist in setting up and maintaining regional network of environmental planning and assessment professionals.	• NEMS are reviewed and updated in line with current Pacific environmental issues • Support is provided to secure funding and other resources to support NEMS processes in PICTs • NEMS are linked with the NSDS process. • Relevant, up-to-date environmental planning methodologies, policies, and - where relevant, regulations are implemented by PICTs for EIAs, and where appropriate, SEAs and IEAs. • Tools for environmental planning are developed with and used by Pacific Island Countries and Territories (PICTs). • Effective and credible SEAs and IEAs are developed in PICTs and are integrated into relevant planning frameworks • A network of expanding core groups of environmental planning experts is established in Pacific Island Countries (PICs) and the region • Environmental planning is fully integrated and effectively contributing to sustainable development in PICTs.

Jobholder is accountable for	Jobholder is successful when
2. Capacity development a) Ensure effective implementation of the EU project "Capacity Building related to MEAs in African, Caribbean and Pacific (ACP) Countries" (ACP MEAs 2); b) Provide technical advice and assistance to strengthen the institutional capacity of PICTs in the implementation of their National Capacity Self-Assessment (NCSA) action plans ; c) Provide assistance and advice to island Members, in close collaboration with SPREP colleagues, to assess capacity needs, and identify actions to address these needs; d) Work, in collaboration with SPREP management and Officers, to ensure a coordinated approach to SPREP's training workshops for PICTs in a range of environmental areas, and where appropriate, liaise with partner institutions to develop environmental training programmes; e) Attend meetings, workshops, training programmes and seminars where appropriate to provide advice and assistance in facilitation and training. f) Collaborate with the Secretariat's Human Resources Team in supporting and promoting relevant continuing professional development programmes for SPREP staff in line with the Performance Development System.	• ACP MEAs project is successfully implemented, targets are effectively achieved, and reporting is completed in a timely manner and to a high standard. • Project is well coordinated and programme officers and country contacts are provided with information on a regular basis. • MEA Project, and the role of SPREP, has high visibility within and beyond the Pacific • Timely advice is provided to Members and Programme staff to support planning, implementation and evaluation of capacity building programmes and activities • Capacity building activities in SPREP Annual Work Plan are well supported and there is minimal duplication of work. • Timely advice is provided to Members on how to strengthen and improve capacity building initiatives and learn from past experiences. • National level training activities result in strengthened institutional capacity to implement effective environmental planning and assessment policies and methodologies.
3. Workplan development, monitoring & reporting a) Prepare technical and performance	• An annual work plan and budget for

Jobholder is accountable for	Jobholder is successful when
reports to Management and Donors, where necessary; b) Assist and provide advice to SPREP Divisions on environmental planning; c) Assist officers in planning, implementation and monitoring of capacity development activities aimed at strengthening capacity of island Members and the Secretariat's to engage with and effectively utilise funding opportunities; d) Review and update on a regular basis regional and institutional programme to maintain and strengthen planning capacity including seeking funding and partnerships. e) Assist Directors and Officers in evaluating, monitoring and continuously reviewing of SPREP's training and human resource development and associated capacity building activities in island member countries and territories, in consultation with the many institutions in the region.	planning and capacity building across all of SPREP's areas of work is developed, submitted and completed in a timely manner and in consultation with the respective divisions. • Timely performance and annual reports required for programme outputs are prepared and delivered. • Capacity development initiatives within SPREP are supported and well integrated across the organisation • The capacity development of SPREP ICT Members is supported including through standardised monitoring and evaluation processes.
4. Management and leadership a) Provide oversight and coordinate the day to day management of the environmental planning and capacity development work across the organisation, including provision of technical guidance and assistance to staff. b) Assist the Director EMG to achieve organisational objectives for environmental planning and capacity development. c) Establish and supervise individual Performance Development Plans	• Annual Work Plan and Budget (AWP&B) objectives and targets relevant to this position are achieved • Agreed environmental planning and capacity development services delivered to highest standard and in a timely manner that fully supports and is well integrated with all SPREP programmes. • Staff PDPs are in place, implemented and assessed according to the Secretariat's Performance

Jobholder is accountable for	Jobholder is successful when
(PDPs) for direct reports, overall output delivery and identification of staff development needs.	Development System • Staff requirements, staff issues and relevant reports are addressed

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Director/Immediate Supervisor as part of the performance development process.

This section may be copied directly into the Performance Development forms.

Work Complexity

Most challenging duties typically undertaken:
• Ensuring that environmental planning is fully integrated across all SPREP technical divisions. • Coordinating implementation of the EC/UNEP MEA capacity building project • Encouraging Members to strengthen in-house institutional staff performance management and capacity building programmes • Responding to sudden requests from Members to address environmental planning and capacity building needs

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External • SPREP focal points • Member environment, fisheries, forestry and land agencies • CROP counterparts • Funding agencies • Partners, including research institutions, NGOs, and any other relevant agencies • Consultants • Communities	• Consultations • Collaboration/partnerships • Delivery of training, capacity building • Technical advice • Graphical and spatial conservation products, maps • Securing data

Internal • Executive and Management • Programme staff • Corporate Services staff	• Provision of high level technical advice • Supervision and management • Corporate and administrative requirements

Level of Delegation

The position holder:
▪ manages an operational budget ▪ can authorise costs in own budget up to a certain limit ▪ can carry out negotiations on behalf of SPREP as delegated ▪ can seek funding opportunities for the work programmes

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential
1. Minimum qualifications of a Masters degree in Environmental Science, Planning, Resource Management or other appropriate field with an emphasis on environmental planning OR Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.

Knowledge / Experience

Essential
2. At least 7 years work experience in the development and implementation of environmental planning with at least 5 years work experience at a senior advisory level, preferably in the Pacific Islands region.

3. Evidence of up-to-date knowledge and working experience in a range of planning and capacity development approaches, and working knowledge of key multilateral environmental agreements related to SPREPs mandate, Pacific regional strategies and the related capacity-building needs of Pacific island countries and territories.
4. Demonstrated experience in programme and project management and monitoring and evaluation including financial management, proposal and report writing.
5. Proven experience in conducting and coordinating training programmes in a range of environmental management areas, with particular emphasis on the circumstances of Pacific Island countries and territories and sound knowledge of environmental issues and challenges faced by Pacific Island governments and stakeholders in addressing these issues.
6. Demonstrated experience in leading, managing and working within a multi-disciplinary and multi-cultural team environment with strong strategic advisory, coordination, analytical and facilitation skills as well as ability to motivate teams and establish and implement workplan objectives.
7. Excellent written and verbal communication skills including high level of presentation and inter-personal skills with sound experience in establishing and maintaining effective relationships with a diverse group of people.

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	• Leadership • Management • Advisory and analytical • Environmental planning and management in particular EIA, SEA and IEA • Capacity development • Work programme planning, budgeting and implementation • Ability to set priorities
Advanced level	• Environmental issues in the Pacific islands region • Emerging environmental issues and challenges • Fundraising
Working Knowledge	• General management principles

Awareness	• SPREP Strategic Plan • SPREP Work Programmes

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of the Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviours forming part of the Performance Development Plan.

Change to job description

From time to time it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of 3 years initially, with possible renewal up to a maximum of 6 years subject to performance during the initial term, continuity of related programme activities and availability of funds.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 11 of SPREP's salary scale and will be in the range of SDR33,359 to SDR50,039. Currently, the equivalent base salary in Samoan Tala is SAT$125,310 (USD$54,247) to SAT$187,966 (USD$81,371) per annum. ***Starting salary will be based on the Secretariat's established remuneration guidelines***.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance within the range of SDR5,050 – 6,599 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$18,970 (USD$8,212) to SAT$24,788 (USD$10,731). Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

Adjustments: Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT$2.31

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination, as well as a 6-month probationary period.
An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

Performance Reviews: Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

For staff recruited from outside Samoa, the following applies*:*

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en-route for the appointee and accompanying dependant(s) between home and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,
- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum, of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT$4,132 (USD$1,789).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependant(s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Apia by (i) each dependent child being educated outside Samoa or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

Home Leave Travel: Return economy class airfares between Apia and the recognised home for the staff member and dependants after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Samoa, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed.

<u>For ALL internationally recruited staff, the following applies:</u>

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of Samoan Tala $15,600 (USD$6,753) per annum per dependent child, with an overall maximum of Samoan Tala $46,800 (USD$20,260) per annum per family of 3 or more eligible children.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The

current rate is SAT$2,138 (USD$926) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to SAT$2,400 (USD$1,039) per annum as stipulated under SPREP's Security Assistance policy.

Annual Leave: 25 working days a year (up to a maximum accumulation of 50 days).

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions also exist for maternity, compassionate, paternity, examination and special leave (without pay).

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

Personal Accident Insurance: All employees are covered by SPREP's 24 hour Life and Personal Accident Insurance Policy.

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, as determined by the Director, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

Superannuation: An expatriate internationally recruited staff member will receive a superannuation allowance of 7% of basic salary. For nationals of Samoa, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

Learning and Development
Learning and development opportunities will be based on the approved SPREP performance development system and individual Performance Development Plans.

Definitions:
'Dependant' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Samoa, and who resides in Samoa only by virtue of employment with SPREP.

Equal Opportunities: SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

General: Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website;
2. A detailed Curriculum Vitae.

Applications that do not complete the SPREP Application Form and submit all the requirements stated above will not be considered.

Submitting applications:

a) **BY EMAIL**: Subject matter to be clearly marked "**Application for Planning & Capacity Development Adviser (PCDA)**" and send to recruitment@sprep.org (***Most preferred option***) OR

b) **BY POST OR FAX**: Application to be addressed and sent to: The Director General, SPREP, P O Box 240, Apia or fax number (685)20231 and clearly marked "**Application for Planning & Capacity Development Adviser (PCDA)**"

For further enquiries, the Assistant HR Officer can be contacted on telephone (685) 21929 ext 328 or Email: christinep@sprep.org

Closing date: Friday, 8th March 2013: Late applications will not be considered.

SPREP is an Equal Opportunity Employer